# IT IS THE VENDOR'S RESPONSIBILITY TO CHECK FOR ADDENDA PRIOR TO SUBMITTING PROPOSALS

# NOTICE TO BIDDERS SPECIFICATION NO. 04-161

The City of Lincoln, Nebraska intends to purchase and invites you to submit a sealed bids for:

# AND TEMPORARY HELP SERVICES

# MEETING OR EXCEEDING THE CITY OF LINCOLN SPECIFICATIONS ATTACHED

Sealed bids will be received by the City of Lincoln, Nebraska on or before 12:00 noon Wednesday, **June 30, 2004** in the office of the Purchasing Agent of the City of Lincoln, Nebraska, Suite 200, K Street Complex, 440 South 8<sup>th</sup> Street, Lincoln, Nebraska 68508. Bids will be publicly opened and read in the K Street Complex conference room.

Bidders should take caution if U.S. mail or mail delivery services are used for the submission of bids. Mailing should be made in sufficient time for bids to arrive in the Purchasing Division, prior to the time and date specified above.

# SPECIFICATIONS FOR LITTER COLLECTION AND TEMPORARY HELP SERVICES

#### 1. SCOPE OF AGREEMENT

- 1.1 The attached Agreement shall serve as the contract specifications describing the required work.
- 1.2 The term of the Agreement shall be one year with the option to renew on an annual basis for two additional years with the same terms and conditions.
- 1.3 The specified services will be performed primarily for the City's Solid Waste Operations Section. 1.3.1 The Contractor shall provide these services to other City Departments when requested for the same prices indicated in the Agreement.
- 1.4 Contract Section 2.1 is for complete litter collection services performed and supervised by the Contractor.
- 1.5 Contract Section 2.2 is for providing general laborers to perform work under the supervision of the City including litter collection, mowing, weed control, custodial or other general labor tasks.
  - 1.5.1 The City may execute separate agreements with several contractors for Temporary Help Services.
  - 1.5.2 Work will be requested based on contractor price and availability of temporary laborers.

# 2. INSTRUCTIONS TO BIDDERS

- 2.1 Refer to the attached Instructions to Bidders.
- 2.2 Bidders shall complete the attached **Proposal** and **Contract Agreement** when submitting bids.
- 2.3 Interested bidders shall contact Ms. Karla Welding, Superintendent of Solid Waste Operations, at (402) 441-7867 concerning these specifications.
- 2.4 Bidders are encouraged to personally inspect the areas of work to familiarize themselves with site and roadway locations and work conditions.
- 2.5 Bidders may submit bids for Litter Collection Services (Contract Section 2.1); Temporary Help Services (Contract Section 2.2); or all services combined.
  - 2.5.1 Bids for Litter Collection Services shall be for all three specified categories of work: Routine Litter Collection Services, On-Call Litter Collection Services, and Emergency Litter Collection Services.
- 2.6 Bidders shall submit a minimum of one reference for similar services and include the following information for each reference:
  - 2.6.1 Name and address of client company or individual.
  - 2.6.2 Client contact name and telephone number.
  - 2.6.3 Brief description of the scope of work for referenced services.

# AGREEMENT FOR LITTER COLLECTION AND TEMPORARY HELP SERVICES

	NT, made thisday of, 20					
LINCOLN, a body corporation and politic, hereinafter referred to as CITY.						
WHEREAS, the CITY has responsibility to collect litter and debris from roadways and property, and perform other general labor tasks associated with the City's Solid Waste Operations; and						
WHEREAS, the CIT to perform this work; and	ΓY requires additional labor services beyond	d those av	vailable through existing staff			
	ΓY intends to procure such services from a ne year subject to the conditions of this Agr	-	nt and reliable Contractor			
NOW, THEREFORE, WIT	NESSETH that:					
1. CONTRACT PRI	CING					
term of the Ag	1.1. The Contractor hereby agrees to perform the described services as hereinafter set forth for the term of the Agreement for the following contract prices which are inclusive of all labor, transportation, mobilization, overhead and profit:					
Litter Collection	<u>ITEM DESCRIPTION</u> <u>PRICE</u> <u>Litter Collection Services (Section 2.1):</u>		PRICE			
	Routine Litter Collection Services	\$_	/ month			
	On-call Litter Collection Services	\$_	/ crew-hour			
	Emergency Litter Collection Services	\$_	/ crew-hour			
Temporary Help Services (Section 2.2):						
	General laborers for litter collection, manual weed control, custodial, or other manual labor work.	\$_	/ man-hour			
	General laborers for mowing and power weed control.	\$_	/ man-hour			

General laborers for chain saw

operation.

\$ \_\_\_\_\_/ man-hour

#### 2. WORK REQUIREMENTS

#### 2.1 Litter Collection Services

#### 2.1.1 General Information

- 2.1.1.1 Contractor shall furnish all labor and transportation necessary to collect and remove all refuse, litter, garbage, trash, rubbish and debris from the locations designated and during the frequencies specified unless the City gives its prior agreement that the services are not required due to weather or other conditions.
- 2.1.1.2 The City shall provide plastic garbage bags in which small articles of collected litter shall be placed.
- 2.1.1.3 Bagged litter and all other collected materials shall be stacked along roadways, fences, etc. in such a manner as to allow easy pickup by others.
- 2.1.1.4 The Contractor shall be responsible for ensuring that an adequate number of workers are available to perform the specified work.
- 2.1.1.5 The Contractor shall provide an on-site supervisor at all times to monitor work crews to ensure that all work is performed as specified and in the locations directed by the City.
- 2.1.1.6 The City shall make all necessary contacts and arrangements for litter collection necessary on private property.
- 2.1.1.7 Work performed along streets, roads and highways shall include the areas from the edge of the pavement to nearest property fences, screening fences, chain link security fences or physical right-of-way boundaries and roadway medians; or as designated by the City.
- 2.1.1.8 The Contractor shall ensure all roadway rules and signs are observed while operating a vehicle in performance of specified work and provide adequate instructions to ensure all work is completed safely.
- 2.1.1.9 The City shall provide ANSI Class III safety vests for all specified work, but assumes no responsibility to ensure the use of such safety equipment.
- 2.1.1.10 The Contractor shall be familiar with all facility specific safety policies.
- 2.1.1.11 The Contractor shall ensure employees possess the necessary aptitude and be physically capable of performing specified tasks.
- 2.1.1.12 The City may provide eye protection, hearing protection and hand protection when appropriate, but assumes no responsibility to ensure the use of such safety equipment.
- 2.1.1.13 The Contractor's employees will be allowed to use designated restrooms and break areas at City facilities.
- 2.1.1.14 The City reserves the right to immediately discharge Contractor employees for due cause including non-performance of work, suspected drug or alcohol use, tardiness, inappropriate clothing, insubordination, negligent use of City equipment or other behavior disruptive to work progress.

- 2.1.1.14.1 Workers previously discharged from service shall not be allowed to perform work at the site again unless approved by the City's representative.
- 2.1.1.14.2 Payment for workers discharged from service shall be only for the actual amount of <u>productive</u> time worked.

# 2.1.2. Routine Litter Collection Services

- 2.1.2.1 Routine litter collection shall be performed on Mondays, Wednesdays and Fridays, between the hours of 7:30 am and 11:30 am, along North 56th Street and Highway 77 from Cornhusker Highway to Bluff Road, or where otherwise directed by City staff.
- 2.1.2.2 The Contractor shall be responsible for all transportation necessary to efficiently and safely move workers to, from and around the areas specified in this section, including inside the Bluff Road facility and the North 48th Street facility.
- 2.1.2.3 Routine litter collection shall be performed on Tuesdays and Thursdays each week inside the Bluff Road facility as directed by the City.
  - A. The Contractor shall provide a minimum of a six (6) person work crew with one (1) supervisor when performing these services.
  - B. The Contractor's supervisor shall report to the City's designated representative prior to beginning work to receive instructions.
  - C. Under this Section, the Contractor shall perform 224 hours of work per month.
  - D. The work hours of the supervisor shall not count towards the 224 hours of work required under this section.
  - E. If work beyond 224 man hours per month is necessary, the Contractor shall request approval from the City. Any additional work authorized shall be charged at the on-call service rate.
  - F. Alternate schedules and work crew sizes may be considered by the City.
- 2.1.2.4 Additional routine litter collection shall be performed in the following areas on an as-needed basis. The Contractor shall monitor these areas to determine when litter collection is necessary or perform work as directed by the City.
  - A. North 48th Street from Superior Street to the entrance gate of the North 48th Street facility and including the Multi-Material Recycling Drop-Off site.
  - B. North 48<sup>th</sup> Street facility from the entrance gate to just north of the yard waste drop off site, including all areas around buildings (gatehouse, transfer station, appliance drop-off and maintenance shop), the yard waste drop-off site and the brush drop-off site.
  - C. Highway 77 from Bluff Road to ½ mile north of Bluff Road.
  - D. Bluff Road from North 27<sup>th</sup> to North 70<sup>th</sup> Street.
  - E. North 70<sup>th</sup> Street from Bluff Road south to Salt Creek.

- F. The Contractor shall notify the City when these services are performed so that bagged debris and litter can be removed promptly from the roadways.
- G. Under this Section, the Contractor shall perform 28 man hours of work per month.
- H. The work hours of the supervisor shall not count toward the 28 hours of work required under this section.
- I. If work beyond 28 man hours per month is necessary, the Contractor shall request approval from the City. Any additional work shall be charged at the on-call service rate.

# 2.1.3 On-call Litter Collection Services

- 2.1.3.1 The Contractor shall have the ability to provide litter collection services on a next day basis during normal working hours, Monday through Saturday, when requested by the City.
- 2.1.3.2 Requested services shall be performed within and around the City's Bluff Road Landfill, Bluff Road Yard Waste Composting Site, the Small Vehicle Transfer Station (including brush and yard waste drop-off sites), private property, city streets, county roads, or state highways.
- 2.1.3.3 The Contractor shall provide a minimum of an eight (8) person work crew with one (1) supervisor when performing services under this Section.
- 2.1.3.4 The City shall pay for a minimum of two (2) hours work for on-call services.

# 2.1.4 Emergency Litter Collection Services

- 2.1.4.1 The Contractor shall have the ability to provide litter collection services on a same day basis in emergencies where litter and/or debris pickup is immediately necessary, when requested by the City.
- 2.1.4.2 The Contractor shall provide a minimum of an eight (8) person work crew with one (1) supervisor when performing services under this Section.
- 2.1.4.3 The contractor shall make every reasonable attempt to respond to the request within two (2) hours of the request being made.
- 2.1.4.4 The City shall pay for a minimum of two (2) hours work for emergency services.

### 2.2 Temporary Help Services

- 2.2.1 The Contractor shall have the ability to provide qualified workers on a next day basis.
  - 2.2.1.1 Workers shall possess the necessary aptitude and be physically capable of performing general labor tasks including lifting, bending, walking and operating small power equipment such as push mowers, riding mowers, weed eaters and chain saws.
  - 2.2.1.2 Workers shall be adequately clothed to perform requested work in forecasted weather conditions.

- 2.2.2 The City shall pay for a minimum of four (4) hours work, except for work stoppages caused by inclement weather.
- 2.2.3 Workers shall report to the work site ready to begin work at the time requested.
- 2.2.4 The Contractor shall provide each worker with a two-part time card to be presented to a City representative prior to beginning work and which must be signed by a City representative prior to leaving the work location at the end of each work day, one copy of which will be retained by the City.
- 2.2.5 The City may provide eye protection, hearing protection and hand protection when appropriate, but assumes no responsibility to ensure the use of such safety equipment.
- 2.2.6 The City reserves the right to immediately discharge Contractor employees for due cause including non-performance of work, suspected drug or alcohol use, tardiness, inappropriate clothing, insubordination or other behavior disruptive to work progress.
  - 2.2.6.1 Workers previously discharged from service shall not be allowed to perform work at the site again unless approved by the City's representative.
  - 2.2.6.2 Payment for workers discharged from service shall be only for the actual amount of <u>productive</u> time worked and the Contractor shall be required to waive the minimum four (4) hour charge for these workers.

# 3. <u>CONTACTS</u>

3.1	List Contractor contact(s) below:				
	Name(s):				
	Address:				
	Telephone(s):				
3.2	Contractor shall ensure the above contact(s) or representative is available during normal working hours Monday through Friday.				

#### 4. PAYMENT

- 4.1 For services specified under Section 2.1, Litter Collection Services:
  - 4.1.1 For services specified under Section 2.1.2, Routine Litter Collection Services, the Contractor shall bill the City on a monthly basis at the unit price indicated in this Agreement.
  - 4.1.2 For services specified under Section 2.1.3, On-call Litter Collection Services and Section 2.1.4, Emergency Litter Collection Services, the Contractor shall bill the City on a hourly basis for each separate occurrence.

- 4.1.3 The Contractor shall complete a work activity log for all services performed under Section 2.1, Litter Collection Services. A sample format is included. A copy of the log must accompany all invoices submitted for these services.
- 4.1.4 The invoices / work log shall at a minimum contain the following information: date of work, City representative requesting the service, total hours of work performed and the applicable section of the contract identified.
- 4.2 For services specified under Section 2.2, Temporary Help Services, the invoices shall, at a minimum, contain the following information: employee name and hours worked, date of work, City representative requesting the service, total hours of work performed, and hourly rate per hour as indicated in this Agreement.
- 4.3 Invoices for work performed for the Solid Waste Operations section shall be submitted to:

Public Works / Utilities Solid Waste Operations c/o Assistant Superintendent of Solid Waste Operations 2400 Theresa Street Lincoln, NE 68521

4.4 Invoices for work performed for other City Departments / Divisions shall be appropriately addressed to the City representative requesting the work.

# 5. <u>INDEMNIFICATION</u>

- 5.1 The Contractor shall indemnity and save harmless the CITY OF LINCOLN, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.
- 5.2 This section will not require the Contractor to indemnify or hold harmless the CITY OF LINCOLN for any losses, claims, damages, and expenses arising out of or resulting from negligence of the CITY OF LINCOLN, Nebraska.

# 6. <u>INDEPENDENT CONTRACTOR</u>

6.1 The Contractor is an independent Contractor, and neither the Contractor nor his employees or agents shall be considered for any purpose to be employees of the City.

# 7. <u>INSURANCE</u>

7.1 Contractor shall secure and maintain general liability insurance and automobile liability insurance in the minimum amounts indicated in the attached City insurance requirements.

# 8. TERM OF AGREEMENT AND TERMINATION

- 8.1 Term of Agreement shall be one (1) year following execution of this Agreement.
- 8.2 Either party may terminate this Agreement upon thirty (30) days written notice to the other party. Thereafter, the final accounting of all monies owed will be made.

Dated thisday of	
ATTEST:	CITY OF LINCOLN, NEBRASKA
City Clerk	Mayor
EXECUT	TION BY CONTRACTOR
Company Name	By: (print name) Title
Company Address	Signature
City State Zip	Witness
Telephone Number	Employer's Federal I.D. Number or Social Security Number

# City of Lincoln, NE Litter Collection

Month	Year

	Day	Routine Litter Collection - Man Hours		On-Call	Emergency	Contractor	City Representative	
Date	of Week	Highway (Section 2.1.2.1)	BR Landfill (Section 2.1.2.2)	Other Areas (Section 2.1.2.3)	Crew Hours (Section 2.1.3)	Crew Hours (Section 2.1.4)	Supervisor	Requesting Work

COMPANY NAME:
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# PROPOSAL SPECIFICATION NO. 04-161

BID OPENING TIME: 12:00 NOON DATE: June 30, 2004

The undersigned bidder, having full knowledge of the requirements of the City of Lincoln for the below listed items and the contract documents (which include Notice to Bidders, Instructions to Bidders, this Proposal, Specifications, Contract, and any and all addenda) and all other conditions of the Proposal, agrees to sell to the City the below listed items for the performance of this Specification, complete in every respect, in strict accordance with the contract documents at and for unit prices listed below.

**ADDENDA RECEIPT:** The receipt of addenda to the specifications numbers \_\_\_\_ through \_\_\_\_ are hereby acknowledged. Failure of any bidder to receive any addendum or interpretation of the specifications shall not relieve the bidder from obligations specified in the bid request. All addenda shall become part of the final contract document.

# REQUIREMENTS FOR: LITTER COLLECTION AND TEMPORARY HELP SERVICES

		Item Description	<u>Amou</u>	unt of Bid	
1.	LITTI 1.A	ER COLLECTION SERVICES Routine Litter Collection Services	\$	/ month	
	1.B	On-call Litter Collection Services	\$	/ crew-hour	
	1.C	Emergency Litter Collection Services	\$	/ crew-hour	
2.	<u>TEMI</u> 2.A	PORARY HELP SERVICES  General laborers for litter collection, manual weed control, custodial, or other manual labor work	\$	/ man-hour	
	2.B	General laborers for mowing and power weed control.	\$	/ man-hour	
	2.C	General laborers for chain saw operation	\$	/ man-hour	
BID SECURITY REQUIRED: Yes, Amount:; NoX					

<u>AFFIRMATIVE ACTION PROGRAM</u>: Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16). The Equal Opportunity Officer will determine compliance or non-compliance with the City's policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices. The undersigned signatory for the bidder represents and warrants that he has full and complete authority to submit this proposal to the City, and to enter into a contract if this proposal is accepted.

NOTE: RETURN 2 COMPLETE COPIES OF PROPOSAL AND SUPPORTING MATERIAL. MARK OUTSIDE OF BID ENVELOPE AS FOLLOWS: SEALED BID FOR SPEC. 04-161

COMPANY NAME		By (Signature)	
STREET ADDRESS OR F	P.O. BOX	(Print Name)	
CITY, STATE	ZIP CODE	(Title)	
TELEPHONE		(Date)	
EMPLOYER'S FEDERAL I.D. NO. OR SOCIAL SECURITY NUMBER		ESTIMATED DELIVERY DAYS	
		TERMS OF PAYMENT	

BIDS MAY BE INSPECTED IN THE PURCHASING DIVISION OFFICES DURING NORMAL BUSINESS HOURS, <u>AFTER</u> TABULATION BY THE PURCHASING AGENT. IF YOU DESIRE A COPY OF THE BID TABULATION TO BE MAILED TO YOU, YOU MUST ENCLOSE A <u>SELF-ADDRESS STAMPED ENVELOPE</u> WITH YOUR BIDDING DOCUMENTS.

#### INSTRUCTIONS TO BIDDERS

#### CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

#### 1. BIDDING PROCEDURE

- 1.1 Bidder shall submit two (2) complete sets of the bid documents and all supporting material. All appropriate blanks shall be completed. Any interlineation, alteration or erasure on the specification document shall be initialed by the signer of the bid. Bidder shall not change the proposal form nor make additional stipulations on the specification document. Any amplified or qualifying information shall be on the bidder's letterhead and firmly attached to the specification document.
- 1.2 Bid prices shall be submitted on the Proposal Form included in the bid document.
- 1.3 Bidders may submit a bid on an "all or none" or "lump sum" basis, but should also submit a quotation on an item-by-item basis. Bidding documents shall be clearly marked indicating the kind of proposal being submitted.
- 1.4 Each bid must be legibly printed in ink or by typewriter, include the full name, business address, and telephone number of the bidder; and be signed in ink by the bidder.
- 1.5 A bid by a firm or organization other than a corporation must include the name and address of each member.
- 1.6 A bid by a corporation must be signed in the name of such corporation by a duly authorized official thereof.
- 1.7 Any person signing a bid for a firm, corporation, or other organization must show evidence of his authority so to bind such firm, corporation, or organization.
- 1.8 Bids received after the time and date established for receiving bids will be rejected.

#### 2. BIDDER'S SECURITY

- 2.1 Bid security, as a guarantee of good faith, in the form of a certified check, cashier's check, or bidder's bond, may be required to be submitted with this bid document, as indicated of the Proposal Form.
- 2.2 If alternate bids are submitted, only one bid security will be required, provided the bid security is based on the amount of the highest gross bid.
- 2.3 Such bid security will be returned to the unsuccessful bidders when the award of bid is made.
- 2.4 Bid security will be returned to the successful bidder(s) as follows:
  - 2.4.1 For single order bids with specified quantities: upon the delivery of all equipment or merchandise, and upon final acceptance by the City.
  - 2.4.2 For all other contracts: upon approval by the City of the executed contract and bonds.
- 2.5 City shall have the right to retain the bid security of bidders to whom an award is being considered until either:
  - 2.5.1 A contract has been executed and bonds have been furnished.
  - 2.5.2 The specified time has elapsed so that the bids may be withdrawn.
  - 2.5.3 All bids have been rejected.

- 2.6 Bid security will be forfeited to the City as full liquidated damages, but not as a penalty, for any of the following reasons, as pertains to this specification document:
  - 2.6.1 If the bidderfails to deliver the equipment or merchandise in full compliance with the accepted proposal and specifications.
  - 2.6.2 If the bidder fails or refuses to enter into a contract on forms provided by the City, and/or if the bidder fails to provide sufficient bonds or insurance within the time period as established in this specification document.

#### 3. EQUAL OPPORTUNITY

- 3.1 Each bidder agrees that it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, disability, age, or marital status. Bidder shall fully comply with the provisions of Chapter 11.08 of the Lincoln Municipal Code.
- 3.2 Successful bidder will be required to comply with the provisions of the City's Affirmative Action Policy (Contract Compliance, Sec. 1.16).
- 3.3 The Equal Opportunity Officer will determine compliance or non-compliance with the City's Affirmative Action Policy upon a complete and substantial review of successful bidder's equal opportunity policies, procedures and practices.

#### 4. DATA PRIVACY

- 4.1 Bidder agrees to abide by all applicable State and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, copyrights, patents and patent rights.
- 4.2 The bidder agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

#### 5. BIDDER'S REPRESENTATION

- 5.1 Each bidder by signing and submitting a bid, represents that the bidder has read and understands the specification documents, and the bid has been made in accordance therewith.
- 5.2 Each bidder for services further represents that the bidder is familiar with the local conditions under which the work is to be done and has correlated the observations with the requirements of the bid documents.

#### 6. INDEPENDENT PRICE DETERMINATION

in this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor; unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder prior to bid opening directly or indirectly to any other bidder or to any competitor; no attempt has been made, or will be made, by the bidder to induce any person or firm to submit, or not to submit, a bid for the purpose of restricting competition.

#### 7. CLARIFICATION OF SPECIFICATION DOCUMENTS

- 7.1 Bidders shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specification documents.
- 7.2 Bidders desiring clarification or interpretation of the specification documents shall make a written request which must reach the Purchasing Agent at least seven (7) calendar days prior to the date and time for receipt of bids.
- 7.3 Interpretations, corrections and changes made to the specification documents will be made by written addenda.
- 7.4 Oral interpretations or changes to the Specification Documents made in any other manner, will not be binding on the City; and bidders shall not rely upon such interpretations or changes.

#### 8. ADDENDA

- 8.1 Addenda are written instruments issued by the City prior to the date for receipt of bids which modify or interpret the specification document by addition, deletion, clarification or correction.
- 8.2 Addenda will be mailed or delivered to all who are known by the City to have received a complete set of specification documents.
- 8.3 Copies of addenda will be made available for inspection at the office of the Purchasing Agent.
- 8.4 No addendum will be issued later than forty-eight (48) hours prior to the date and time for receipt of bids, except an addendum withdrawing the invitation to bid, or an addendum which includes postponement of the bid.
- 8.5 Bidders shall ascertain prior to submitting their bid that they have received all addenda issued, and they shall acknowledge receipt of addenda on the proposal form.

#### 9. ANTI-LOBBYING PROVISION

9.1 During the period between the bid close date and the contract award, bidders, including their agents and representatives, shall not directly discuss or promote their bid with any member of the City Council or City Staff except in the course of City-sponsored inquiries, briefings, interviews, or presentations, unless requested by the City.

#### 10. BRAND NAMES

- 10.1 Wherever in the specifications or proposal form brand names, manufacturer, trade name, or catalog numbers are specified, it is for the purpose of establishing a grade or quality of material only; and the term "or equal" is deemed to follow.
- 10.2 It is the bidder's responsibility to identify any alternate items offered in the bid, and prove to the satisfaction of the City that said item is equal to, or better than, the product specified.
- 10.3 Bids for alternate items shall be stated in the appropriate brand on the proposal form, or if the proposal form does not contain blanks for alternates, bidder MUST attach to the specification documents on Company letterhead a statement identifying the manufacturer and brand name of each proposed alternate, plus a complete description of the alternate items including illustrations, performance test data and any other information necessary for an evaluation. The bidder must indicate any variances by item number

- from the specification document <u>no matter how slight</u>. Bidder must fully explain the variances from the specification document, since brochure information may not be sufficient.
- 10.4 If variations are not stated in the proposal, it will be assumed that the item being bid fully complies with the City's specifications.

#### 11. DEMONSTRATIONS/SAMPLES

- 11.1 Bidders shall demonstrate the exact item(s) proposed within seven (7) calendar days from receipt of such request from the City.
- 11.2 Such demonstration can be at the City delivery location or a surrounding community.
- 11.3 If bidder does not have an item in the area, it will be at the bidder's expense to send appropriate City personnel to the nearest location to view and inspect proposed item(s).
- 11.4 If items are small and malleable, and the bidder is proposing an alternate product, the bidder MUST supply a sample of the exact item. Samples will be returned at bidder's expense after receipt by the City of acceptable goods. Bidders must indicate how samples are to be returned.

#### 12. DELIVERY

- 12.1 Each bidder shall state on his proposal form the date upon which he can make delivery of all equipment or merchandise. Time required for delivery is hereby made an essential element of the bid.
- 12.2 The City reserves the right to cancel orders, or any part thereof, without obligation, if delivery is not made within the time(s) specified on the proposal form.
- 12.3 All bids shall be based upon inside delivery of the equipment or merchandise F.O.B. the City at the location specified by the City, with all transportation charges paid.

#### 13. WARRANTIES, GUARANTEES AND MAINTENANCE

- 13.1 Copies of the following documents must accompany the bid proposal for all items being bid:
  - 13.1.1 Manufacturer's warranties and/or guarantees.
  - 13.1.2 Bidder's maintenance policies and associated costs.
- 13.2 As a minimum requirement of the City, the bidder will guarantee in writing that any defective components discovered within a one (1) year period after the date of acceptance shall be replaced at no expense to the City. Replacement parts of defective components shall be shipped at no cost to the City. Shipping costs for defective parts required to be returned to the bidder shall be paid by the bidder.
- 13.3 Bidder Warrants and represents to the City that all software/firmware/ hardware/equipment /systems developed, distributed, installed or programmed by Bidder pursuant to this Specification and Agreement.
  - 13.3.1 That all date recognition and processing by the software/firmware/hardware/equipment/system will include the four-digit-year format and will correctly recognize and process the date of February 29, and any related data, during Leap years; and
  - 13.3.2 That all date sorting by the software /firmware/hardware/ equipment/system that includes a "year category" shall be done based on the four-digit-year format. Upon being notified in writing by the City of the failure of any software/ firmware/

hardware /equipment /systems to comply with this Specification and Agreement, Contractor will, within 60 days and at no cost to the City, replace or correct the non-complying software/ firmware/ hardware/ equipment/ systems with software/firmware/ hardware/equipment/ systems that does comply with this Specification and Agreement.

13.3.3 No Disclaimers: The warranties and representations set forth in this section 13.3 shall not be subject to any disclaimer or exclusion of warranties or to any limitations of Licensor's liability under this Specification and Agreement.

#### 14. ACCEPTANCE OF MATERIAL

- 14.1 All components used in the manufacture or construction of materials, supplies and equipment, and all finished materials, shall be new, the latest make/model, of the best quality, and the highest grade workmanship.
- 14.2 Material delivered under this proposal shall remain the property of the bidder until:
  - 14.2.1 A physical inspection and actual usage of this material is made and found to be acceptable to the City; and
  - 14.2.2 Material is determined to be in full compliance with the specifications and accepted proposal.
- 14.3 In the event the delivered material is found to be defective or does not conform to the specification documents and accepted proposal, then the City reserves the right to cancel the order upon written notice to the bidder and return materials to the bidder at bidder's expense.
- 14.4 Successful bidder shall be required to furnish title to the material, free and clear of all liens and encumbrances, issued in the name of the City of Lincoln, Nebraska, as required by the specification documents or purchase orders.
- 14.5 Selling dealer's advertising decals, stickers or other signs shall not be affixed to equipment. Vehicle mud flaps shall be installed blank side out with no advertisements. Manufacturer's standard production forgings, stampings, nameplates and logos are acceptable.

#### 15. BID EVALUATION AND AWARD

- 15.1 The signed bid proposal shall be considered an offer on the part of the bidder. Such offer shall be deemed accepted upon issuance by the City of purchase orders, contract award notifications, or other contract documents appropriate to the work.
- 15.2 No bid shall be modified or withdrawn for a period of ninety (90) calendar days after the time and date established for receiving bids, and each bidder so agrees in submitting the bid.
- 15.3 In case of a discrepancy between the unit prices and their extensions, the unit prices shall govern.
- 15.4 The bid will be awarded to the lowest responsive, responsible bidder whose proposal will be most advantageous to the City, and as the City deems will best serve their requirements.
- 15.5 The City reserves the right to accept or reject any or all bids; to request rebids; to award bids item-by-item, by groups, or "lump sum"; to waive irregularities and technicalities in bids; such as shall best serve the requirements and interests of the City.

#### 16. INDEMNIFICATION

- 16.1 The bidder shall indemnify and hold harmless the City, its members, its officers and employees from and against all claims, damages, losses, and expenses, including, but not limited to attorney's fees arising out of or resulting from the performance of the contract, provided that any such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property other than goods, materials and equipment furnished under this contract) including the loss or use resulting therefrom; is caused in whole or part by any negligent act or omission of the bidder, any subcontractor, or anyone directly or indirectly employed by any one of them or anyone for whose acts made by any of them may be liable, regardless of whether or not it is caused by a party indemnified hereunder.
- 16.2 In any and all claims against the City or any of its members, officers or employees by an employee of the bidder, any subcontractor, anyone directly or indirectly employed by any of them or by anyone for whose actsmade by any of them may be liable, the indemnification obligation under paragraph 16.1 shall not be limited in any way by any limitation of the amount or type of damages, compensation or benefits payable by or for the bidder or any subcontractor under worker's or workmen's compensation acts, disability benefit acts or other employee benefit acts.

#### 17. TERMS OF PAYMENT

17.1 Unless other specification provisions state otherwise, payment in full will be made by the City within thirty (30) calendar days after all labor has been performed and all equipment or other merchandise has been delivered, and all such labor and equipment and other materials have met all contract specifications.

#### 18. <u>LAWS</u>

18.1 The Laws of the State of Nebraska shall govern the rights, obligations, and remedies of the Parties under this proposal and any agreement reached as a result of this process.

#### 19. AFFIRMATIVE ACTION

19.1 The City of Lincoln-Lancaster County Purchasing Division provides equal opportunity for all bidders and encourages minority businesses and women's business enterprises to participate in our bidding process.

#### 20. LIVING WAGE

20.1 The bidders agree to pay all employees employed in the performance of this contract, a base wage of not less than the City Living Wage per section 2.81.010 of the Lincoln Municipal Code. This wage is subject to change up or down every July.

#### INSURANCE CLAUSE TO BE USED FOR ALL CITY CONTRACTS

The Contractor shall indemnify and save harmless the City of Lincoln, Nebraska from and against all losses, claims, damages, and expenses, including attorney's fees, arising out of or resulting from the performance of the contract that results in bodily injury, sickness, disease, death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom and is caused in whole or in part by the Contractor, any subcontractor, any directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. This section will not require the Contractor to indemnify or hold harmless the City of Lincoln for any losses, claims, damages, and expenses arising out of or resulting from the negligence of the City of Lincoln, Nebraska.

Contractor shall not commence work under this contract until he has obtained all insurance required under this Section and such insurance has been approved by the City Attorney for the City of Lincoln, nor shall the Contractor allow any sub-contractor to commence work on his subcontract until all similar insurance required of the sub-contractor has been so obtained and approved.

# A. Worker's Compensation Insurance and Employer's Liability Insurance

The Contractor shall take out and maintain during the life of this contract the applicable statutory Worker's Compensation Insurance with an insurance company authorized to write such insurance in this state covering all his employees, and in the case of any work sublet, the Contractor shall require the subcontractor similarly to provide statutory Worker's Compensation Insurance for the latter's employees. The Contractor shall take out and maintain during the life of this contract, Employer's Liability Insurance with a limit of \$100,000 in an insurance company authorized to write such insurance in all states where the Contractor will have employees located in the performance of this contract, and the Contractor shall require each of his subcontractors similarly to maintain common law liability insurance on his employees.

State Statutory
Applicable Federal Statutory
Employer's Liability \$100,000

# B. <u>General Liability Insurance</u>

1. The Contractor shall maintain during the life of this contract, General Liability Insurance, naming and protecting him and the City of Lincoln, its officials, employees and volunteers as insured, against claims for damages resulting from (a) bodily injury, including wrongful death, (b) personal injury liability, and (c) property damage which may arise from operations under this contract whether such operations be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. The minimum acceptable limits of liability to be provided by such insurance shall be as follows:

A. Bodily Injury/Property Damage \$1,000,000 each Occurrence \$2,000,000 Aggregate

B. Personal Injury Damage \$1,000,000 each Occurrence \$1,000,000 each Occurrence \$1,000,000 each Occurrence \$1,000,000 each Occurrence \$1,000,000 each Occurrence

- 2. The General Liability Insurance required by the preceding paragraph shall include the following extensions of coverage:
  - (a) The coverage shall be provided under a <u>Commercial General Liability</u> form or similar thereto.
  - (b) X.C.U. Coverage if the contract requires any work procedures involving blasting, excavating, tunneling or other underground work, the liability coverage shall include Standard Blasting or Explosion Coverage, Standard Collapse Coverage, and Standard Underground Coverage commonly referred to as XCU Property Damage Liability.
  - (c) The property damage coverage shall include a <u>Broad Form Property</u> <u>Damage Endorsement</u> or similar thereto.
  - (d) <u>Contractual Liability</u> coverage shall be included.
  - (e) <u>Products Liability</u> and/or Completed Operations coverage shall be included.
  - (f) <u>Personal Injury Liability</u> coverage shall be included.

# C. <u>Automobile Liability Insurance</u>

The Contractor shall take out and maintain during the life of the contract such Automobile Liability Insurance as shall protect him against claims for damages resulting from bodily injury, including wrongful death, and property damage which may arise from the operations of any owned, hired, or non-owned automobiles used by or for him in any capacity in connection with the carrying out of this contract. The minimum acceptable limits of liability to be provided by such Automobile Liability Insurance shall be as follows:

Bodily Injury and Property Damage \$1,000,000 Combined Single Limit

D. <u>Builder's Risk Insurance</u> (For Building Construction Contracts <u>Only</u>)

Unless otherwise specified where buildings are to be constructed under this contract, the Contractor shall provide and maintain fire, extended coverage, vandalism, and malicious mischief insurance, covering such building in an amount equal to one-hundred percent (100%) of the contract amount (minimum), as specified herein.

Losses, if any, shall be made payable to the City of Lincoln and Contractor as their interest may appear. A Certificate of Insurance evidencing such insurance coverage shall be filed with the City of Lincoln by the time work on the building begins and such insurance shall be subjected to the approval of the City Attorney.

# E. <u>Minimum Scope of Insurance</u>

All Liability Insurance policies shall be written on an "occurrence" basis only. All insurance coverage are to be placed with insurers authorized to do business in the State of Nebraska and must be placed with an insurer that has an <u>A.M. Best's Rating</u> of no less than <u>A:VII</u> unless specific approval has been granted by the City of Lincoln.

# F. <u>Certificate of Insurance</u>

All certificates of insurance shall be filed with the City of Lincoln on the standard ACCORD CERTIFICATE OF INSURANCE form showing the specific limits of insurance coverage required by the preceding Sections A, B, C, D, and showing the City of Lincoln as a named additional insured. Such certificate shall specifically state that insurance policies are to be endorsed to require the insurer to provide the City of Lincoln thirty days, notice of cancellation, non-renewal or any material reduction of insurance coverage.

# SPECIAL PROVISIONS FOR COMMODITY TERM CONTRACTS

#### CITY OF LINCOLN, NEBRASKA PURCHASING DIVISION

#### 1. ESTIMATED QUANTITIES

- 1.1 The quantities set forth in the specification document are approximate and represent the estimated requirements of the City for the contract period.
- 1.2 Items listed may or may not be inclusive of City requirements for this category.
- 1.3 Category items not listed, but distributed by bidder are to be referred to as kindred items. Kindred items shall receive the same percentage of discount or pricing structure as items listed in the specification document.
- 1.4 The unit prices and the extended total prices shall be used only as a basis for the evaluation of bids. The actual quantity of materials necessary may be more or less than the estimates listed in the specification document, but the City shall be neither obligated nor limited to any specified amount. The City will, if possible, restrict increases/decreases to 20% of the estimated quantities listed in the specification document.

#### 2. CONTRACT PERIOD

- 2.1 The material shall be delivered as ordered during the contract period, beginning from the date of contract and ending one (1) year from that date, or as otherwise indicated on the proposal form.
- 2.2 The City is interested in a one (1) year contract, with the option to renew for additional one (1) year periods, not to exceed three (3) such renewals. Bidder must indicate on the proposal form if extension renewals are an option. By mutual consent of both parties it is understood and agreed that the contract may be renewed only at the same prices and/or under the same conditions governing the original contract; and any request for an increase in price or a change in the contract conditions shall be interpreted as a request not to renew the contract at the end of the current contract period.

#### 3. BID PRICES

- 3.1 Bidders must state on the proposal form if the bid prices will remain firm for the full contract period; or if the bid prices will be subject to escalation/deescalation.
- 3.2 <u>Escalation/De-escalation Clause:</u> In the event that prevailing market conditions warrant an adjustment in bid prices contained in the contract, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the City:
  - Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than thirty (30) calendar days prior to the effective date of said price changes.
  - Such notice must be accompanied by a certified copy of the supplier's advisory or notification to the contractor of price changes.
  - No price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.
  - The approved price change shall be honored for all orders received by the contractor after the effective date of such price change.

- Approved price changes are not applicable to orders already issued and in process at time of price change.
- The City reserves the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- The Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interests of the City.
- If in the opinion of the Purchasing Agent any proposed increase is found unacceptable, the Purchasing Agent reserves the right to cancel the contract upon thirty (30) calendar days written notice.
- 9. Contractors must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Contractor will put the Purchasing Agent on the mailing lists for such publication so that the Purchasing Agent can monitor said changes. Such membership will be at no cost to the City.

#### 4. CONTRACT AWARD NOTIFICATION

- 4.1 The Purchasing Division will issue a Contract Award Notification to all successful bidders. Such contract award notification will incorporate the City's specifications, and may incorporate the bidder's specifications.
- 4.2 No action need be taken by the contractors at time of receipt of such Contract Award Notification.
- 4.3 Orders for materials will be made as needed by the various City Departments.

#### 5. QUARTERLY REPORT

- 5.1 The contractor shall provide to the Purchasing Agent a quarterly report, showing all purchases made under the terms and conditions of the contract.
- 5.2 Such quarterly report shall itemize the following information:
  - 1. Each ordering department.
  - 2. Items and quantities purchased by department.
  - 3. Total dollar amount of purchases by department.